



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## OPERATIONS CONTROL CENTER TEAM MANAGER

<b>Group-Section:</b> Water System Operations – Operation and Maintenance Planning	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM037
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### JOB SUMMARY

Responsible for managing and supervising the Operation Control Center. Area of responsibility includes real time operation of the water and power delivery system ensuring effective scheduling of water delivery, power production and power consumption in conjunction with the operating plan.

### OVERSIGHT

Receives general direction from the Unit Manager. Manages and supervises professionals.

### JOB DUTIES

1. Manages all activities of the Operation Control Center; ensures rates of flow, flow pattern, extent of utilization of reservoir storage and power generation meet requirements and standards.
2. Coordinates the operation of the water distribution system and power recovery facilities to meet water delivery commitments; participates in planning maintenance and construction activities ensuring minimal disruption to member agencies during the system component removal process.
3. Monitors administration of the Water and Power Operating Orders to ensure safe operating procedures for the District's facilities and for employees performing electrical and water switching procedures; participates in short- and long-term planning with group management to ensure that service reliability standards to member agencies are met.
4. Participates in the analysis and evaluation of capital expansion and modernization projects; ensures planned modifications maintain and support system integrity as well as planned present and future commitments.
5. Supervises staff including selection, assignment and monitoring of work, coaching, counseling and performance assessment; reviews work for thoroughness, adherence to water quality standards and accuracy of results.
6. Assesses employees' competencies and develops training plans; discusses future professional development with staff; provides system operations training both routine and in preparation for emergency response to natural disasters, third party acts and contaminant threats.

7. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares, develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; reviews and approves time, reimbursement requests and purchases.
8. Acts as project manager on water quality concerns and issues; prepares proposals independently or with co-investigators to obtain outside funding for projects; administers contracts in accordance with conditions set forth by the funding source.
9. Meets with other team managers and Water System Operations staff to evaluate and coordinate projects; provides technical assistance to member agencies.
10. Manages and directs the preparation of project reports, manages data, and makes presentations for a project advisory committee or other interested or involved parties.
11. Assists in developing team and unit policies, methods and procedures; reviews and makes recommendations regarding the development of Quality Assurance/Quality Control procedures, project milestones, presentation, records management.
12. Represents Unit Manager in his/her absence as appointed by the Section or Group Manager.
13. Provides emergency on-call management support and responds to District facilities outside of normal business hours.
14. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or general education development test (GED) and fourteen years of increasingly responsible experience, of which two years must have been in a project management, supervisory or lead capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible experience, of which two years must have been in a project management, supervisory or lead capacity; or a bachelor's degree from an accredited college or university and eight years of increasingly responsible experience, of which two years must have been in a project management, supervisory or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Operation of water and power systems; interface between water systems and water supply sources; State Water Project; power operations, bulk power, hydrogenation, and pumping plants; water hydraulics; water treatment principles; water quality regulations; safety procedures and practices related to high voltage switching and water system planning; management/supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state and local laws; project management; trends and emerging technologies of water system operations.

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public; use business applications such as word processing and spreadsheets.

## **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

### **Certificates**

(Management reserves the right to exclusively require D5 or T5 certification at its sole discretion.)

- California Department of Public Health Grade D5 Water Distribution Operator Certification, or T5 Water Treatment Operator Certification, or
- License in good standing as a California Professional Engineer and a California Department of Public Health Grade D2 Water Distribution Operator Certification or T2 Water Treatment Operator Certification

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

California Department of Public Health Grade D5 Water Distribution Operator Certification, or T5 Water Treatment Operator Certification.

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements